

稅務局  
香港灣仔告士打道 5 號  
稅務大樓

Inland Revenue Department  
Revenue Tower, 5 Gloucester Road,  
Wan Chai, Hong Kong

電話號碼 Telephone No. : 2594 5229  
傳真號碼 Fax No. : 3170 5647

申請繳稅證明書  
**Request for Letter of Confirmation of Payment**

致：稅務局局長

To: Commissioner of Inland Revenue

(1) 檔案號碼 File No. \_\_\_\_\_

(2) 納稅人姓名 Name of Taxpayer \_\_\_\_\_

(3) 日間電話號碼 Day-time Telephone No. \_\_\_\_\_

(4) 香港身分證號碼 H.K. Identity Card No. /

商業登記號碼 Business Registration No.\* \_\_\_\_\_

(5) 請發出有關繳納 薪俸稅 / 物業稅 / 利得稅 / 個人入息課稅\* 的繳稅證明書，稅單資料如下：—

Please send a letter of confirmation of payment in respect of Salaries Tax / Property Tax / Profits Tax / Tax Charged Under Personal Assessment \* in respect of the following charge: -

(i) 課稅年度 Year of Assessment # \_\_\_\_\_

(ii) 稅單號碼 Charge No. \_\_\_\_\_

\_\_\_\_\_  
日期  
Date

\_\_\_\_\_  
(納稅人簽署 / 獲授權人簽署及公司蓋印處\*)  
(Signature of Taxpayer / Authorizing Signature of Company with Chop\*)

\* 刪去不適用者 Delete where inappropriate

# 如繳款日期已超過 7 年，有關繳款證明書可能不獲發給。

Letter of confirmation of payment may not be available if payment was made over 7 years ago.

你提供的資料將用於稅務用途，本局亦可能會把部分資料交給法例授權接收的其他人士。除了《個人資料(私隱)條例》規定的豁免範圍之外，你有權要求查閱及改正你的個人資料，有關要求應向評稅主任提出。

The Department will use the information provided by you for tax purposes and may give some of the information to other parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. Such request should be addressed to the Assessor.

只供稅務局人員填寫 For official use only

發出繳稅證明書 Letter of confirmation of payment issued

課稅年度 Year of Assessment \_\_\_\_\_

發出日期 Issued on \_\_\_\_\_

其他 Others \_\_\_\_\_

請在適當空格內加上「√」號

Please tick where appropriate

\_\_\_\_\_  
職員簽署 Initial of officer

\_\_\_\_\_  
日期 Date